



Princeton Recreation Department  
380 Witherspoon Street  
Princeton, NJ 08540  
P: 609/921-9480  
[recreation@princetonnj.gov](mailto:recreation@princetonnj.gov)

## NOTICE OF VACANCY

**Department:** Recreation  
**Position:** Secretary (Seasonal)  
**Work Hours:** 9 am – 5 pm daily (one-hour mandatory lunch period daily) (shift subject to adjustment as needed)  
**Schedule:** Position begins approx. March 15, 2017 and ends approx. September 15, 2017  
**Compensation:** Hourly range: \$14 p/h - \$17 p/h  
**Apply by:** February 17, 2017 or until position is filled

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Under the direction of the Executive Director of Recreation and reporting to the Customer Service Manager, the duties of Part-time Secretary include but are not limited to: Perform an extensive range of duties including provide exceptional customer service via telephone and to walk-in customers, manage and track financial assistance files at direction of Executive Director, manage program registrations via online system, answer public inquiries via phone, web and in-person, assist team members with day-to-day programming as needed, and assist with special projects.

### **Desired Skills and General Duties**

- Interested candidates must be fluent in both English and Spanish (verbal test will be administered to candidates)
- Strong computer skills including Excel, Word, and social media programs
- Perform reception duties and provide exemplary customer service
- Web-based registration software experience is a plus
- Generate reports, correspondence, documents, memorandums and general data entry work
- General office duties including photocopy, fax, scan, mail documents as needed for team
- Gather data, compile reports, and prepare files for team members
- Organize and maintain active and archived filing for team members

### **Requirements**

Valid New Jersey Class C driver's license. Must satisfy employer paid drug screen and criminal background check. NJ residency required by State Statute. R.S.52:14-7

Submit application, cover letter and resume AS ATTACHMENTS to:  
Application available online at:

[recreation@princetonnj.gov](mailto:recreation@princetonnj.gov)  
<http://www.princetonnj.gov/employment.html>

**Application Deadline: February 17, 2017 or until position is filled**

**EOE – M/F/D/V**

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Posted on: Human Resources Office  
Monument Hall Employee Bulletin Board  
Police Department Bulletin Board  
Corner House Bulletin Board  
SOC – River Road Facility  
Public Works Garage – Harrison Street  
Public Works Garage – John Street  
Witherspoon Hall Employee Bulletin Board  
Recreation Department Bulletin Board  
Public Works Garage – Valley Road  
Spring Street Garage – Parking Operations